

Subject: Re: Revised Finl Report 2016 and Jan Feb
From: Donald Duckworth <duckworth.donald@gmail.com>
Date: 03/15/2017 10:28 AM
To: "Robert E. Smith" <resmith@earthlink.net>
CC: Miki Payne2 <miki@hbdrollinger.com>
BCC: Donald R Duckworth <duckworth.donald@gmail.com>

Thanks Bob...

It seems that most of the needed expense re-classifications have been made.

What is the "donation" of -\$500 under income?

Under "Landscape, Sanitation, Beautification" I don't see the Precision Concrete Cutting line item we discussed; that's the \$18,000 +/- expense we incurred. Also, we should have a "Decorative Plaque" line item that I don't see. All Clean Streets expense should be classified as "Streetscape"; there is no need to have 2 classifications for "Landscape Maintenance" and "Streetscape Maintenance."

Also remember that the City has suggested that BIDs not use the word "maintenance" so it should be removed from all of our account titles.

Under "Marketing & Promotions" I don't see "Trash Receptacle Plaques" or "Printing."

"Sunday Westchester Farmers' Market" has not been separated as we discussed.

I'd really like to help make this easier. If all of this is on Quick Books on-line, I'd like to access the BID account and go through the entire year, make the re-classifications we discussed, and create the new SWFM line items. Miki as WBIA Treasurer can sit with me as this is done. Can you send me the log-on info please?

I've to take some reports to the WBIA Board and we need a report to work from on the Farmers' Market, so I'd like to do this work asap.

Thanks for understanding Bob.

On Mon, Mar 13, 2017 at 10:26 AM, Robert E. Smith <resmith@earthlink.net> wrote:

Don, attached is the revised 2016 Financial report along with Jan and Feb. I made the changes to the categories as you requested but please review and if there is anything missing or needs to be corrected please let me know. I did not get the chance to do a separate report for the Sunday Farmers Market , but will work on that tonight.

Bob

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